

POSITION AVAILABLE

STARK COUNTY VETERANS SERVICE COMMISSION

ASSISTANT DIRECTOR/CVSO with Possible advancement to DIRECTOR late 2016

Applicants must be currently certified by the Ohio Department of Veterans
Services (ODVS)

(Others need not apply)

HOURS OF OPERATION: 8:00 a.m. to 4:00 P.M., Monday thru Friday

Salary determined by qualifications/experience

The Stark County Veterans Service Commission in Canton, Ohio is accepting applications for a full- time County Veteran Service Officer/Assistant Director who will have the opportunity of moving up to become Director at the end of 2016 when our current Director is planning to retire.

See attached job descriptions for responsibilities and qualifications for both positions

TO APPLY:

Letter of introduction with resume and DD214 must be returned no later than **29 January 2016 at 4:00 P.M. to**

STARK COUNTY VSC
110 Central plaza South Suite 424
Canton, OH 44702-1413
Attn: Mr. Gary L Ickes

glickes@starkcountyohio.gov

Closing date will be strictly observed.

STARK COUNTY
Veterans' Service Commission

CLASSIFICATION

**Title: COUNTY VETERANS
SERVICE
OFFICER/ASST
DIRECTOR**

JOB RESPONSIBILITIES:

Under the direction of the County Veterans' Service Officer/Executive Director, oversee personnel issues in the office, has the ability to supervise and develop basic investigative techniques of other employees, provides assistance to those veterans, or family members of veterans seeking benefits from the Department of Veterans Affairs as set forth in CFR Title 38 and ORC Title 5901. Renders financial assistance to qualified persons under policy guidelines set forth in ORC Title 5901 and guidelines set forth by the Stark County Veterans Service Commission. Performs other related duties as assigned by the County Veterans' Service Officer/Executive Director.

QUALIFICATIONS:

Training and or work experience which displays possession of the knowledge, skills and abilities relative to assisting veterans. Qualifications for this position are: high school graduate supplemented with possible course work in psychology, counseling, social work, business or like qualifications. In addition, shall be certified by the Ohio Department of Veterans Services within eighteen (18) months of becoming a County Veteran Service Officer to include meeting all other requirements as mandated by ODVS in accordance with ORC 5901. **Must be an Honorably Discharged Veteran of the U.S. Armed Forces.**

JOB DESCRIPTION:

PRIMARY:

+Advises and assists veterans/dependents in filing claims with the Department of Veteran Affairs. Is aware of legislation affecting veterans/dependents, and DVA laws, regulations, and precedents. Prepares claim forms for submittal to the DVA to include all documentation.

+Well versed in agency policies and procedures, CFR Title 38, ORC 5901, DVA laws and procedures, local rules, laws and regulations pertaining to veterans' benefits and entitlements.

+Knowledgeable of Financial Assistance rules and regulations as outlined in ORC Title 5901 and Stark County Veterans Service Commission rules and regulations.

+Must have well-established interviewing techniques with the ability to collect data and information to establish facts and draw valid conclusions.

+Must possess the ability to communicate effectively both verbally and in writing. Maintain an effective working relationship with associates, other agencies, officials, general public, and handle interactions in a positive and healthy manner through appropriate behavior and communication skills.

+ Continually protects client confidentiality and related subject matter to include the protection of records not classified as documents of public record. Continually supervise and develop basic investigative techniques of other employees.

**COUNTY VETERANS
SERVICE OFFICER/ASSISTANT
DIRECTOR**

- +Advises the County Veterans Service Officer/Executive Director on Financial Cases and seeks approval on cases authorized by the Executive Director.
- +Acts on behalf of the County Veterans Service Officer/Executive Director in his absence.
- +Oversees personnel issues within the office and reports to the Executive Director.
- +Maintains Educational requirements as outlined in ORC Title 5901 to remain Accredited by the Ohio Department of Veterans Services, and Credentialing by the Department of Veterans Affairs.
- +Prepares the agenda for the Veterans Service Commission board meetings in the absence of the Executive Director.

STARK COUNTY
Veterans' Service Commission

CLASSIFICATION

**Title: County Veteran Service
Officer/ Executive
Director**

JOB RESPONSIBILITIES:

Under the direction of the Stark County Veterans Service Commission, the CVSO/Executive Director manages and supervises the following areas: accounts payable, accounts receivable, facilities, human resources, personnel, operation and capital budgets, purchasing, safety, relationships with the County Administrator, County Commissioners, local veterans organizations, and the Governor's Office of Veterans Affairs (GOVA), creating and implementing Veteran Service Commission policies and procedures, both short-range and long-range planning, public speaking, Commissioners meetings, public relations, adherence to ORC Title 5901 Mandate Operation Requirements, and performs other related duties as required or assigned by the Board. Cross training in other related positions is required on an ongoing basis.

QUALIFICATIONS:

Examples of acceptable qualifications for this position are: bachelor's degree in business or related area with eight (8) years of experience in an administrative, planning, or office management position, including four (4) years of supervisory experience or equivalent. Should have a sincere concern for assisting veterans and their families. Should have a basic knowledge of computer operations and above-average writing skills. Must also demonstrate the ability to enhance the existing staff of Commissioners, and improve the technical skills and human resources abilities. **Must be an Honorably Discharged Veteran of the U.S. Armed Forces and a resident of Stark County.**

JOB DESCRIPTION:

PRIMARY:

- +Essential duties and Responsibilities include the following, but are not limited to these duties.
- +Dispenses advice, guidance, direction, and authorization to carry out the major plans and operations consistent with established policies.
- +Reviews operating results of the organization, comparing them to established objectives, and takes steps necessary to ensure that appropriate measures are taken to correct unsatisfactory results.
- +Establishes and maintains an effective system of communication throughout the agency, as well as communication with all veteran organizations within Stark County.
- +Initiates and participates in outreach programs to inform the public of services rendered and rights and benefits of veterans and dependents.
- +Carries out all supervisory responsibilities in accordance with the organizations' policies and applicable laws.
- +Responsible for planning, assigning, and directing work, appraising performance, rewarding and disciplining employees when necessary.

**COUNTY VETERANS SERVICE
OFFICER/EXECUTIVE DIRECTOR**

- +Establishes operating procedures for the agency, supervises interviews and clerical personnel, assigns tasks, provides direction and oversees work to ensure compliance with governing regulations and quality standards, prepares both operating and capital budget requests.
- +Confers with veteran and/or dependents to provide optimum information regarding available VA benefits such as compensation, pensions, educational tuition, burial benefits, and all DVA programs.
- +Oversees personal interviews regarding financial assistance for veterans and/or dependents which includes mortgage or rent payments, utility payments, food assistance, clothing, and all associated assistance.
- +Participates in or initiates public relations programs to inform the public of the agency's functions and rights of veterans and/or dependents and represents the County at veterans' organizations and other community agencies. Advisor to local schools concerning Veteran Memorial activities.
- +Maintains educational requirements as outlined in ORC Title 5901 to remain Accredited by the Governor's Office of Veterans Affairs, and Credentialing by the Department of Veterans Affairs.
- +Maintains records and reports reflecting office activities; stays current on changes to ORC Title 5901, and other governing authorities, and operating procedures through memos, transmittals, and ongoing schooling as required by ORC Title 5901. Attends staff and organizational meetings.
- +Custodian of files and records within the Stark County Veterans Service Commission. Responsible for the confidentiality and safe keeping of these records.
- +Maintains Personnel records on all employees and provides the protection and confidentiality of those records.
- +Prepares the agenda for the Veterans Service Commission board meetings.
- +Presents the Veterans Service Commission budget to the Board of County Commissioners.
- +Responsible for the purchase and payment of all debts incurred by the operation of the Veterans Service Commission.